Section E
Inspection and Acceptance

- E01, Clauses Incorporated by Reference
- E02, Inspection and Acceptance
- E03, Performance Evaluation and Payment Procedures
  - Government will use QASP to monitor compliance
  - Contract Discrepancy Report required if/when performance is not at APL(s)
- E04, Payment Reduction for Performance at Less Than APL(s) for Specified Standards

Section F
Deliveries or Performance

- F01, Clauses Incorporated by Reference
- F02, Performance
  - As prescribed by the PWS
- F03, Period of Performance
  - Commences on written notification from KO
  - Transition NTE 120 days
  - Base period 3 years
  - One two-year option period
  - One-year award term option periods

Section G
Contract Administration Data

- G01, Designation of ACO
- G02, Designation of COR/COTR
- G03, Invoicing Instruction
- G04, Illustration of Payments
- G05, Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Modifications
- G06, Invoicing for Additive CLINs 0009/5009AB and 0010/5010AB

Section H
Special Contract Requirements

- H01, Post-Award Conference
- H02, Right-of-First-Refusal Flow Down
- H03, Insurance
- H04, Government-Furnished Equipment/Vehicles
  - Comply with applicable policies/procedures
  - Establish and enforce penalties for unauthorized use
  - Contractor-at-fault damage

Section H (cont'd.)

- H05, Damage to Contractor Supplies, Materials, Equipment, and Property
- H06, Security
  - Abide by security regulations
  - Responsible for cost of additional security in the event of strike
  - Requirements for employee awareness of counterintelligence
  - Compliance with security-related regulations

Section H (cont'd.)

- **H07, Personnel Clearance**
  - **National Agency Checks required for all employees**
  - **Clearances required for employees having access to classified information/material**
  - **Investigations required for AA&E access**
  - **Roster of key personnel**
- **H08, Identification Card/Badge**
- **H09, Vehicle Registration**
- **H10, Parking and Traffic Control**

Section H (cont'd.)

- **H11, Information System Security**
  - **ADP clearances for employees requiring system access/passwords**
  - **Abide by AIS security policies and procedures**
- **H12, Contact**
  - **Report suspicious contact/activities**
- **H13, Safeguarding Information**
  - **Files are government property**
  - **May not release government or proprietary data unless KO provides written approval**

Section H (cont'd.)

- **H14, Hiring**
  - **Employees must meet minimum qualifications of PDs submitted in response to L18**
- **H15, Safety**
  - **Maintain safety and health standards consistent with federal, state, local, and OSHA regulations**

Section I
Contract Clauses

- I01, Clauses Incorporated by Reference
- I02, Procedures for Modifying and Completing Provisions and Clauses
- I03, Notification of Ownership Changes
- I04, Indefinite Quantity
  - Applicable to CLINs 0002 & 5002
  - No quantity limitations
- I05, Allowable Cost and Payment
  - Applicable to CLINs 0/5015 and 0/5017
- I06, Ordering

Section I (cont'd.)

- I07, Order Limitations
  - Applicable to CLINs 0002/5002
  - No quantity limitations
- I08, Option to Extend the Term of the Contract
- I09, Subcontracts for Commercial Items
- I10, Authorized Deviations in Clauses
- I11, Availability of Funds for the Next Fiscal Year
- I12, Rights to Proposal Data (Technical)
- I13, Required Central Contractor Registration
  - Prospective awardee must be registered

Section I (cont'd.)

- I14, Statement of Equivalent Rates for Federal Hires
  - Classes of service employees expected to be employed
  - Attachment 2
- I15, Award Term Clause – Additional Option Periods
  - Up to five one-year incentive option periods AFTER the "regular" two-year option period
  - Economic price adjustment
  - Award Term Plan at Attachment 3
- I16, Agreement to Use Alternative Dispute Resolution

Section J
List of Attachments

- **J01, List of Attachments, Exhibits, and Other Attachments**
- **Attachments:**

  1 – Department of Labor Wage Rate Determination

  2 – Statement of Equivalent Rates for Federal Hires

  3 – Award Term Plan

  4 – Subcontracting Plan

Representations, Certifications, and Other Statements of Offerors or

- K01, Solicitation Provisions Incorporated by Reference
- K02, Certificate of Independent Price Determination
- K03, Taxpayer Identification
- K04, Women-Owned Business
- K05, Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters

Section K (cont'd.)

- **K06, Disclosure of Ownership or Control by the Government of a Terrorist Country**
- **K07, Minimum Acceptance Period**
  - **300 calendar days**
- **K08, Small Business Program Representations**
  - **NAICS code: 493110**
  - **Size standard: $21.5 million [average annual receipts averaged over latest 3 completed fiscal years]**
- **K09, Previous Contracts and Compliance Reports**
- **K10, Affirmative Action Compliance**

Section K (cont'd.)

- K11, Certification of Toxic Chemical Release Reporting
- K12, Representation of Limited Rights Data and Restricted Computer Software
- K13, Cost Accounting Standards Notices and Certification
  - Does not apply to small businesses
- K14, Representation of Extent of Transportation by Sea
- K15, Offeror Authorized Representatives

Section L
Instructions, Conditions, and Notices to Offerors or Respondents

- L01, Solicitation Provisions Incorporated by Reference
- L02, Procedures for Modifying and Completing Provisions and Clauses
- L03, Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data
- L04, Site Visit
- L05, Pre-proposal Conference

Section L (cont'd.)

- L06, Type of Contract
  - Hybrid: fixed-price (ID/IQ) with cost-reimbursement
- L07, Service of Protest
- L08, Agency Protests
- L09, Authorized Deviations in Provisions
- L10, Technical Library
  - Links within C-6
  - Historical Data and Other Information at www.supply.dla.mil/A76

Section L (cont'd.)

- L11, Communications between the Government and Offerors
  - Requests for clarification/information on RFP
  - No phone calls, please
  - Award without discussions; however…
  - Discussions per FAR 15.306
  - Debriefings per FAR 15.505 and 15.506
- L12, Invitation to Oral Presentation
  - Based on written plans
  - Offeror makes decision to proceed

Section L (cont'd.)

- **L13, Format for Proposals**
  - **Vol. I: Price Proposal and Executed Request for Proposal Documents and Certifications**
  - **Vol. II: Past Performance**
  - **Vol. III: Technical Proposal**
    - **Part 1: Warehousing and Distribution**
    - **Part 2: Plans**
  - **Vol. IV: Subcontracting Proposal**
    - **Part 1: Subcontracting Plan**
    - **Part 2: Plans for Socioeconomic Programs**

Section L (cont'd.)

- **L14, Volume I, Part 1: Price Proposal**
  - **Adequate accounting system**
  - **Total Price = Transition + Base + Option**
  - **Complete and traceable description of costs**
  - **Certified cost and pricing data may not be required**
  - **Submit completed Section B, data in format of FAR 15.408 Table 15-2, and Cost/Pricing Spreadsheet (found under "DDAA Proposal Document Samples" on web site**
  - **Provide cost breakdowns for each major area**
  - **Applicable inflation rates**
  - **Any charts used with #'s of personnel, etc.**

Section L (cont'd.)

- L15, Volume I, Part 2: Executed Request for Proposal Documents and Certifications
  - Signed originals of all documents requiring signature
- L16, Volume II: Past Performance
  - Tab 1, Master Index
    - For offeror and proposed subcontractors, of current or completed (last 5 years) prime contracts and subcontracts
    - Sufficient information to demonstrate scope and complexity

Section L (cont'd.)

- **L16, Volume II: Past Performance (cont'd.)**
  - **Tab 2, Awards or Certifications**
  - **Tab 3, Annual Report**
  - **Tab 4, Client Authorization Letter (sample at "DDAA Proposal Document Samples" at www.supply.dla.mil/A76)**

Section L (cont'd.)

- **L17, Volume III, Part 1, Tab A: Technical Proposal – Oral Presentation**
  - **Conducted at Defense Supply Center Columbus, OH**
  - **Scheduled after evaluation of written plans**
  - **Key individuals should participate**
  - **In person to Source Selection Evaluation Board (SSEB)**
  - **4-hour limit; presentation, sample task, Q&A**
  - **No changes to charts after proposal submitted**

Section L (cont'd.)

- **L17, Volume III, Part 1, Tab A: Technical Proposal – Oral Presentation (cont'd.)**
  - **Offeror Goal: convince the SSEB that you have the management/technical approaches to satisfy requirements within timeliness/quality standards**
  - **Address innovation, process reengineering, incorporation of commercial practices**

Section L (cont'd.)

- **L17, Volume III, Part 1, Tab A: Technical Proposal – Oral Presentation (cont'd.)**
  - **Management Approach**
    - **Address corporate involvement**
    - **Site Management's responsibilities & authority**
    - **Communications with government personnel**
    - **Management controls and procedures for integration of subcontracted work**
    - **General status of environmental program**

Section L (cont'd.)

- **L17, Volume III, Part 1, Tab A: Technical Proposal – Oral Presentation (cont'd.)**
  - **Technical Approach**
    - **Operational approach for application of anticipated resources (personnel, equipment, materials) for first 12 months of operation**
    - **Procedures for routine and emergency requirements**
    - **Location and scheduling of operations**
    - **Rationale for mix of labor types**

Section L (cont'd.)

- **L18, Volume III, Part 1, Tab B: Technical Proposal – Staffing and Position Descriptions**
  - **For first 12 months of operation provide:**
    - **Detailed explanation/analysis of how determined staffing level, mix, and supervision**
    - **Assumptions (productive hours, vacation, etc.)**
    - **Organization chart(s): down to lowest organizational level; prime and subcontractor personnel; supervisors; reporting lines; key positions; employee position title; category of employment; number of people**

Section L (cont'd.)

- **L18, Volume III, Part 1, Tab B: Technical Proposal – Staffing and Position Descriptions (cont'd)**
  - **Include completed Full Time Equivalent Worksheet ("DDAA Proposal Document Samples")**
  - **Identify each subcontractor, FTEs, and areas of responsibility**
  - **Provide position descriptions defining minimum requirements for each proposed management and labor category**

Section L (cont'd.)

- **L19, Volume III, Part 2, Tab A: Technical Proposal – Transition Plan**
  - **Set forth actions to transition from current government performance to successful performance by offeror**
  - **NTE 120 days**
  - **Offeror-identified assumptions and constraints**
    - **Assumptions regarding transition**
    - **Government actions that constrain the offeror's transition**

Section L (cont'd.)

- L19, Volume III, Part 2, Tab A: Technical Proposal – Transition Plan (cont'd.)
  - Government-imposed constraints
    - "ROFR" list
    - DSS train-the-trainer classes
    - Mission stock inventories
    - GFP inventories
  - All tasks the offeror will perform during transition
  - Offeror transition office space and equipment requirements

Section L (cont'd.)

- **L19, Volume III, Part 2, Tab A: Technical Proposal – Transition Plan (cont'd.)**
  - **Organization chart with # of personnel with their labor classifications that will comprise the workforce at the end of transition and until the APLs have been met for two consecutive months**
  - **Actions to minimize disruption of government operations during transition**
  - **Recruitment and hiring**
  - **Development of workforce with requisite knowledge, skills, abilities, and applicable licenses/ certifications**

Section L (cont'd.)

- **L20, Volume III, Part 2, Tab B: Technical Proposal – Mobilization, Sustainment, and Disaster Recovery Plan**
  - **Methods for meeting performance standards when normal workload operations disrupted**
  - **Address: strikes; natural and man-made disasters; adverse weather; sudden workload increases; mobilization; loss of essential operation(s), function(s), or personnel; heightened security requirements**

Section L (cont'd.)

- **L20, Volume III, Part 2, Tab B: Technical Proposal – Mobilization, Sustainment, and Disaster Recovery Plan (cont'd.)**
  - **For each situation address: impact; primary issues; response; primary and alternate POCs; communication and coordination with the Government; process(es) to achieve recovery and resumption of full service**

Section L (cont'd.)

- **L21, Volume III, Part 2, Tab C: Technical Proposal – Quality Control/Customer Satisfaction Plan (QC/CSP)**
  - **As specified in FAR 52.246-4(b)**
  - **Prevention-based quality control**
  - **Proactive approach to customer satisfaction**
  - **Methods for meeting performance standards, customer requirements, and complying with applicable regulations**
  - **Sample documents**

Section L (cont'd.)

- **L22, Volume IV, Part 1: Subcontracting Proposal – Subcontracting Plan**
  - **Proposed Subcontracting Plan in compliance with FAR 19.704 (Large businesses Only)**
    - **Shall identify all proposed subcontracts that contribute to contract performance.**
    - **Content/format shall be in accordance with FAR 52.219-9. Sample plan - Attachment 4**
    - **Incorporated into and become part of, any contract awarded.**

Section L (cont'd.)

- **L23, Volume IV, Part 2, Tab A: Subcontracting Proposal – Plan for Socioeconomic Program Utilization**
  - **Separate and distinct plan applicable to all offerors**
  - **Efforts to provide subcontracting opportunities for small, small disadvantaged, and women-owned small business concerns**
  - **Address proposed participation by Historically Black Colleges/Minority Institutions**
  - **Application of requirements set forth at DFARS 215.304**

Section L (cont'd.)

- **L24, Volume IV, Part 2, Tab B: Subcontracting Proposal – Plan for Javits-Wagner-O'Day (JWOD) Act Entity Utilization**
  - **Separate and distinct plan applicable to all offerors**
  - **Efforts to provide subcontracting opportunities for JWOD entities**
- **L25, Volume IV, Part 2, Tab C: Subcontracting Proposal – Plan for DLA Mentoring Business Agreements (MBA) Program Participation**
  - **Separate and distinct plan applicable to all offerors**
  - **Developmental assistance to SB, SDB, and WOSB or JWOD entities**

Section M
Evaluation Factors for Award

- M01, Solicitation Provisions Incorporated by Reference
- M02, All or None
- M03, Evaluation Factors for Award
  - Demonstrate clear understanding of requirements
  - Two phases: selection of contractor and cost comparison
  - Best value in terms of all evaluation factors

Section M (cont'd.)

- **M03, Evaluation Factors for Award (cont'd.)**
  - **In descending order of importance:**
    - **Price – approximately equal to all other factors combined**
    - **Past Performance – total risk assessment**
      - **Relevance**
      - **Quality**

Section M (cont'd.)

- M03, Evaluation Factors for Award (cont'd.)
  - In descending order of importance (cont'd.):
    - Technical
      - Warehousing and Distribution
        - Technical Approach (Oral Presentation)
        - Management Approach (Oral Presentation)
        - Quality Control/Customer Satisfaction Plan
      - Transition Plan

Section M (cont'd.)

- **M03, Evaluation Factors for Award (cont'd.)**
  - **In descending order of importance (cont'd.):**
    - **Technical (cont'd.)**
      - **Mobilization, Sustainment, and Disaster Recovery Plan**
    - **Socioeconomic Program Utilization**
    - **JWOD Entity Utilization**
    - **DLA MBA Program Participation**

Section M (cont'd.)

- **M03, Evaluation Factors for Award (cont'd.)**
  - **Technical Approach, Management Approach, and QC/CSP approximately = in importance**
  - **Warehousing and Distribution approximately = to Transition Plan + Mobilization, Sustainment, and Disaster Recovery Plan**
  - **Socioeconomic, JWOD, and DLA MBA significantly less important than Past Performance and Technical**

Section M (cont'd.)

- M03, Evaluation Factors for Award (cont'd.)
  - Evaluation of Price
    - Calculated by adding Transition + Base + Option
    - Base and Option prices based on per CLIN unit prices multiplied by forecasted quantities
    - Completeness
    - Reasonableness
  - Evaluation of Past Performance
    - Info from proposal and other sources
    - Subjective assessment

Section M (cont'd.)

- M03, Evaluation Factors for Award (cont'd.)
  - Evaluation of the Technical Proposal
    - Completeness, clarity, compliance, risk
    - Assessment of demonstrated understanding
    - Offerors in competitive range will be given opportunity to address deficiencies
    - Rating of "Unacceptable" for any sub-factor will render entire Technical Proposal unacceptable

Section M (cont'd.)

- **M03, Evaluation Factors for Award (cont'd.)**
  - **Evaluation of the Plans for Socioeconomic Support Programs**
    - **Two steps: responsiveness, comparison among all offerors**
    - **Socioeconomic utilization, JWOD utilization, DLA MBA participation evaluated individually**

Section M (cont'd.)

- **M04, Evaluation for Purpose of Proceeding to Oral Presentation**
  - **Based on evaluation of written Technical Proposal**
  - **Offeror determines continued participation**
- **M05, General Considerations**
  - **Comply with all material aspects of solicitation**
- **M06, In-house versus Contractor Decision**
  - **Final decision subject to cost comparison with the in-house proposal**
  - **Two proposals must be level**